



*Investing in the future*

Scholarship Program

# What is the Virginia Child Care Provider Scholarship Program?

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- Provides payment for tuition and a technology fee to those employed in child care in Virginia or who plan to enter the field of child care.
- Provides tuition assistance for VCCPSP approved classes in child care, child development, or child care administration at Virginia's institutions of higher learning.

# Purpose of Scholarships

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- To provide families with highly trained child care providers.
- To provide child care and provider companies with highly qualified staff.
- To provide child care providers with better training and qualifications for advancement.

## Who Sponsors The Scholarships?

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- Federal funding is given to the Virginia Department of Social Services (VDSS) for child care programs.
- VDSS provides the scholarship money from the Child Care and Development Fund.

# Who Is Eligible For Scholarships?

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- Virginia residents working as a child care providers.
- Residents from other states who work as child care providers in Virginia.
- Virginia residents who want careers in child care.
- Note: you may be required to provide proof of residency and/or employment.



# What Classes Are Covered?

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- Child care
- Child development
- Child care administration
- ECE Degree required classes

# How Much Does The Scholarship Pay?

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- The maximum lifetime benefit for eligible participants currently is \$1,707.60.
- The scholarship may pay for up to 2 courses per semester.
- The scholarship covers tuition and a technology fee.
- All other fees, books, and expenses are the applicant's responsibility.

## When Is The Application Due?

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- The dates are listed on the application for each semester.
- Applications must be fully completed and e-mailed or postmarked by the deadlines to be processed and approved.
- Early and late applications will not be processed.
- Applications are processed on a first come, first served basis.



## How Soon Will I Be Notified?

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- You will be notified by U.S. mail or e-mail within three weeks of our receipt of your application.
- You should read the letter and attachments carefully in case you need to do something more.
- At the time of registration you should take the award letter to your college or university business office for further processing.
- Keep a copy of your letter for your records.

## What If I Change My Mind?

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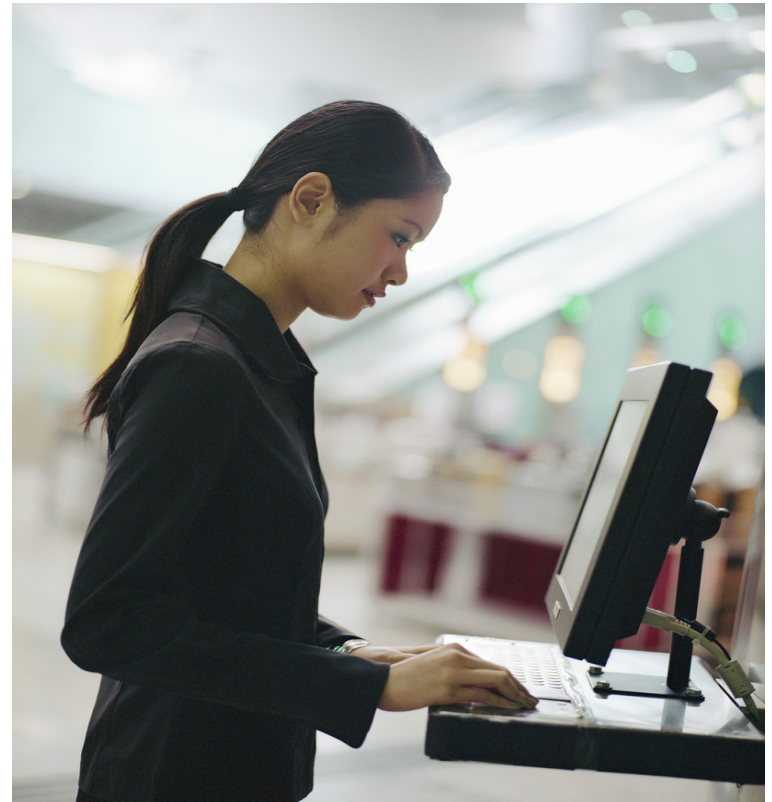
- The scholarship pays only for the courses that were approved and only for the applicant who was approved.
- The course and college chosen may not be changed, unless the course was cancelled, rescheduled, or filled.
- You must notify VCCPSP immediately, in writing, if you cannot use the scholarship.
- Ask your college or university about special rules for military students at your school.

# Step – 1

## Apply for Admission

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- ❑ Apply for admission to the college or university you choose.
- ❑ Obtain and learn your student identification number for that school.
- ❑ Include that ID number on your scholarship application.



## Apply For The Scholarship



- Apply for the scholarship.
- Be thorough and accurate, so your application may be processed quickly.
- Make sure you submit the application within the start and end deadlines.
- Keep a copy of your application.

## Step – 3

### Register For Classes

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- You may register for the courses you want either before or after you hear from VCCPSP.
  - ✓ Some schools may require that you pay tuition and fees in advance to hold the classes.
  - ✓ If you choose to pay while waiting for your award decision, make sure the school will reimburse you, if you get the award. VCCPSP will not reimburse or pay students directly.
  - ✓ Check on the dates when payments are due and take appropriate action.
- Take the original award letter to the school's Business Office for further processing.
- Sign a Grade Release form and send it to your college or university Admissions & Records office.

## Step – 4

### Notify VCCPSP

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- Complete and submit the VCCPSP [Change Form](#) when:
  - ✓ the class for which you received an award is cancelled, rescheduled or filled
  - ✓ You decide not to use the scholarship
  - ✓ You need to change the college or university
- The VCCPSP must approve any substitutions or changes.
- Failure to notify VCCPSP in writing may result in forfeiture of future scholarship awards.

# Frequently Asked Questions

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- Does the scholarship program pay for books, parking and other fees?
  - ✓ No, the scholarship will pay the tuition and technology fee only.
- Can the scholarship be used at any college or university?
  - ✓ The scholarship can be used at all Virginia based public and private accredited institutions of higher learning approved by the State Council of Higher Education for Virginia.
- Do scholarship applicants have to be employed full-time in child care or in a particular setting.
  - ✓ Applicants do not have to be employed full-time in child care.
- Will the scholarship pay for the same class more than once?
  - ✓ No, it will pay for a class only once.
- What if I drop a course after the school's deadline?
  - ✓ You will be responsible for paying the tuition. It is very important that you follow the registration and drop policies of the educational institutions so as not to incur any penalties.
- If I am denied a scholarship can I appeal the decision?
  - ✓ There is no appeal process for scholarships denied based on:
    - Lack of funds
    - Untimely application
    - Incomplete application
  - ✓ To appeal other circumstances, you must file a written appeal to the program within 33 days of the date on the denial letter.

## Contact Information?

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- website  
<http://www.dss.virginia.gov/family/cc/scholarship.html>
- Email  
childcare.scholarship@dss.virginia.gov
- Phone  
1-866-636-1608